

OGC Has Reviewed

25 January 1956

MEMORANDUM FOR THE RECORD

SUBJECT: Incentive Awards - Language Training

1. I discussed the legal problems involved in this program with Mr. John Moore of the Comptroller General's legal staff.

2. [Redacted]

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[Redacted] He agreed that a strong statement from us would probably carry the point. He was not prepared however to give us any firm opinion and suggested that we submit the question in the usual manner. I pointed out that the program had not yet been completely consolidated, but he felt that it would be unnecessary to have the detailed explanation of how we proposed to go about establishing the entitlement to the awards.

[Redacted] STATINTL

Assistant General Counsel

Distribution:

Orig - Subject  
1 - Signer  
1 - J Bldg  
1 - Chrono

**SECRET**

12 January 1956

MEMORANDUM FOR THE RECORD

SUBJECT: Language Training Program

1. On Tuesday, 10 January 1956, Mr. [redacted], OTR, presided over the third of a series of meetings comprising members of a task force appointed by the DD/S for the purpose of formulating an Agency foreign language training program.

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2. Of particular interest to this Office was that aspect of the program which envisioned the granting of cash awards to Agency employees for the attainment of various levels of proficiency in foreign languages.

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3. On Thursday, 12 January 1956, Mr. [redacted] informed me that he would have no need for the services of this Office in connection with the furthering of this program until such time as the task force undertook the formulation of Agency regulations and procedures looking toward its fulfillment.

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Office of General Counsel

OGC/[redacted] kb

Distribution: ✓ Orig.-Training Courses & Programs  
1-[redacted] Chrono  
1-OGC-225 East  
1-Chrono

**SECRET**

S-E-C-R-E-T

A STATEMENT OF PRINCIPLES FOR DEVELOPMENT OF  
FOREIGN LANGUAGE RESOURCES OF THE CIA

1. The CIA must have in being at all times adequate capabilities for reading, writing, and speaking foreign languages of current and potential significance to the attainment of those National Security objectives which are the responsibility of the Director of Central Intelligence.
2. Requirements for foreign language competence are not static and most frequently exist in combination with other functional skills demanded of the professional career staff of the CIA. None the less, these requirements are susceptible of reasonable estimate both as to short range and long range needs. The determination of requirements for level and kind of language competence, both alone and in combination with other professional skills is a command responsibility and should be accomplished by each of the Deputy Directors with regard to all missions, functions, and activities for which he is responsible.
3. A reliable central inventory of the foreign language competence of staff personnel of the CIA should be compiled as rapidly as possible and maintained current in the future. This inventory should reflect levels and kinds of competence demonstrated with reference to uniform tests and should include such other information regarding individuals as may be pertinent to maximum utilization of such an inventory as a management tool.

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4. Deputy Directors are responsible for assuring that foreign language competences of staff personnel under their jurisdiction are equal to the total requirements of their organizations for various levels and kinds of language competence.

5. A plan for stimulating career staff personnel to acquire foreign language proficiency responsive to Agency requirements for foreign language competence should be devised and adopted.

6. The Director has repeatedly and recently expressed his very great interest in expanding the language competence of our personnel and as a matter of principle his desire to provide "incentive pay" for development of language competence by individuals.

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SOME QUESTIONS TO CONSIDER

ELIGIBILITY

1. Should monetary reward extend to staff employees and staff agents only, i.e., should contract agents, consultants and personnel detailed or assigned from other agencies, departments, military services, etc., be ineligible?
2. Should monetary rewards extend only to staff employees and staff agents who have applied for and been accepted for Career Status or should those who are in probationary status or other non-career status be included?
3. Should monetary rewards extend to eligible categories of personnel without regard to:
  - a. grade level,
  - b. primary occupation,
  - c. whether competence is, or reasonably can be expected to be, actually used,
  - d. whether competence is in a language and at a level determined to be in long supply,
  - e. whether competence was acquired before or during employment by CIA.
4. Should monetary rewards extend without regard to the individual's imminent retirement?
5. On what bases or on what grounds should eligibility for reward cease?

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MEASURE AND KIND OF REWARD

1. Should monetary reward be in the form of single lump sum payment or in the form of a sum payable cyclically, e.g., quarterly during a period of continuing eligibility?
2. Should the amount of reward be the same for all languages and for each kind and level of competence?
3. Should the reward be renewed after lapse of a pre-determined period upon demonstration of the same level and kind of proficiency?
4. Should reward for any kind and level of proficiency in a language preclude any subsequent reward for the same kind and level of proficiency in the same language.
5. Should the amount of reward be the same without regard to whether the individual acquired the language competence
  - a. entirely at Agency expense and upon Agency's time,
  - b. partly at Agency expense,
  - c. entirely at personal expense and upon own time.

PROGRAMMING AND MANAGEMENT

1. How many levels of proficiency should be recognized?
2. Should reward be limited to kinds and levels of competence and to languages found to be in short supply in relation to short term plus long term requirements?
3. Should individuals be required to register or file notice of intent to become proficient so as to permit programming of proficiency tests, control of numbers in relation to requirements, etc?
4. How can proficiency testing be handled for personnel stationed abroad?

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